

**TRAFFIC OPERATIONS MANAGEMENT INFORMATION SYSTEM  
(TOMIS)**

**WORK ACTIVITIES  
CHARGING INSTRUCTIONS**

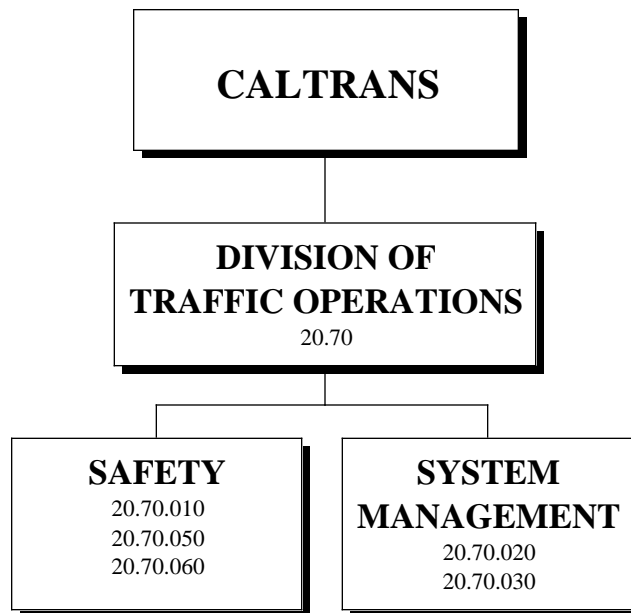
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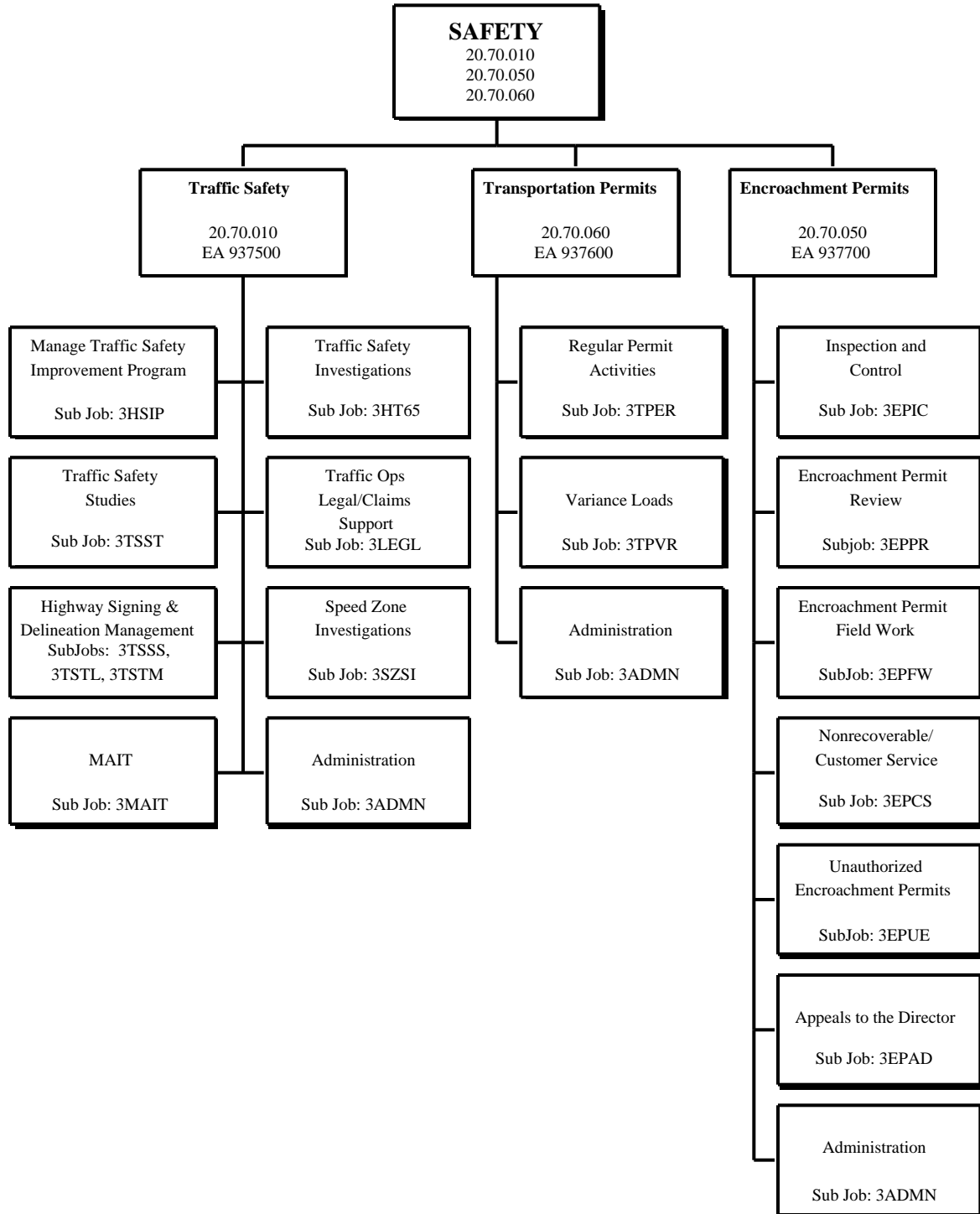
**STATE OF CALIFORNIA  
DEPARTMENT OF TRANSPORTATION  
DIVISION OF TRAFFIC OPERATIONS**



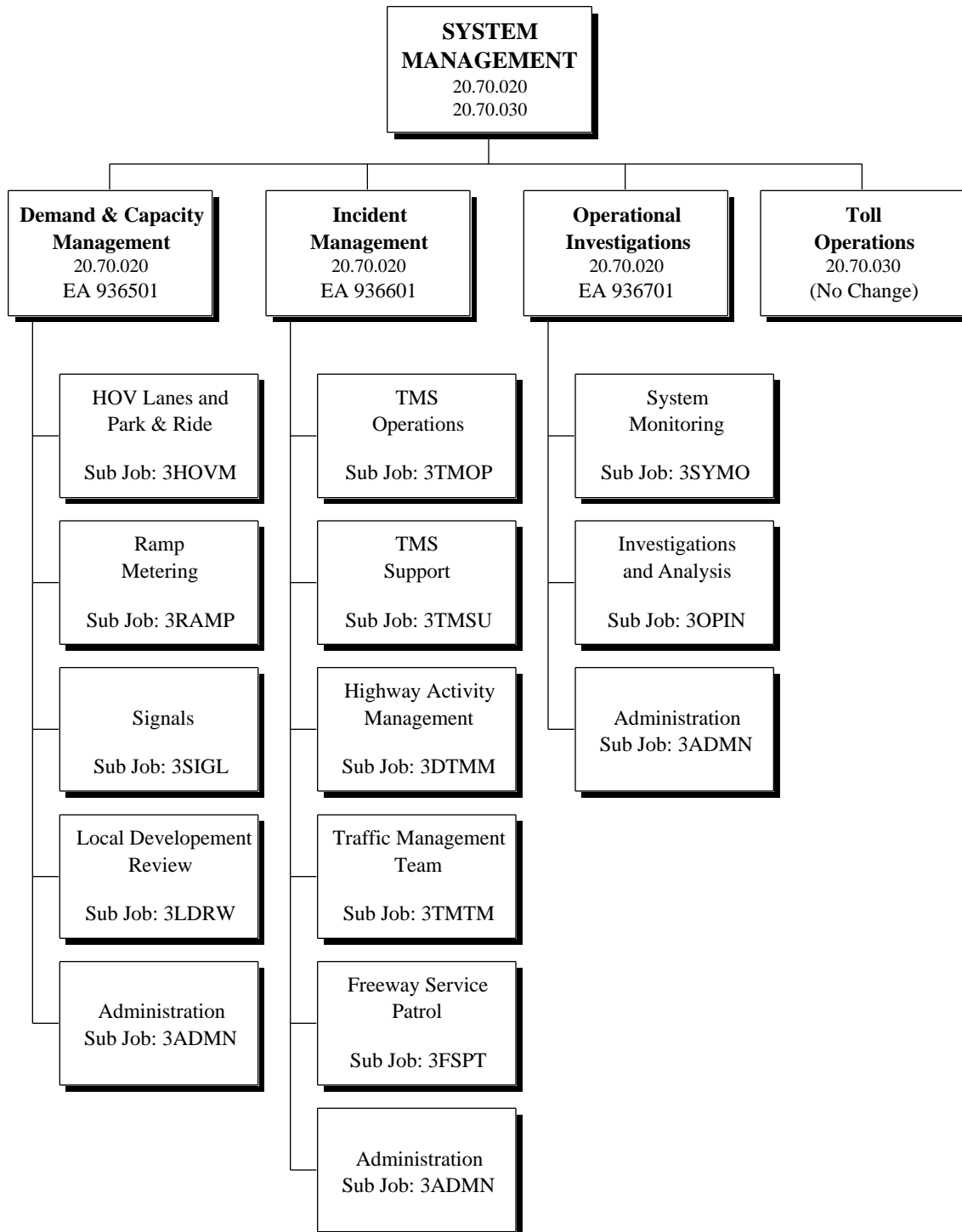
# STATE OF CALIFORNIA DEPARTMENT OF TRANSPORTATION



# SAFETY



# SYSTEM MANAGEMENT



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## Activity Code Summary

The following Activity Codes can be used in completing your time reporting to better describe the work completed. Others not listed may also be applicable.

### COMMONLY USED ACTIVITY CODES

| FA ELIGIBLE | ACTIVITY CODE | DESCRIPTION                                   |
|-------------|---------------|---|
| 1,2         | 001           | Management                                    |
| 1,2         | 002           | Supervision                                   |
| 1,2         | 003           | Staff/Administration Services                 |
| 1           | 005           | Auditing Services                             |
| 1           | 007           | Clerical and Allied Services                  |
| 1           | 009           | Photogrammetry – Non Project                  |
| 1           | 010           | Surveying – Non Project                       |
| 1           | 011           | Mapping, Drafting, Delineation – Non Project  |
| 1,2         | 012           | Investigations and Review                     |
| 1,2         | 013           | Traffic (General)                             |
| 2           | 014           | Examination – Chairperson                     |
| 2           | 015           | Examination – Consulting Advisor              |
| 2           | 016           | Examination State Service Representative      |
| 1           | 025           | Materials, Investigations and Testing         |
| 2           | 037           | Permit Review, Issuance and Inspection        |
| 1           | 041           | Liaison                                       |
| 1,2         | 042           | Research                                      |
| 2           | 056           | Public Liability and Personal Law             |
| 2           | 058           | Training – Instructor                         |
| 2           | 059           | Training – Trainee                            |
| 1,2         | 063           | Legal Services                                |
| 2           | 078           | Toll Collections                              |
| 2           | 080           | Union Officer/Steward Representation Time Off |
| 2           | 095           | Development of Standards and Specifications   |
| 2           | 096           | New Products – Procedures                     |
| 2           | 098           | Oversight of Reimbursed Work                  |
| 2           | 099           | Administrative Time Off                       |

For complete activity code listing, with descriptions, please refer to [The Accounting Coding Manual, Volume 1, Chapter 6](#).

## Headquarters Work Segment Managers

### DIVISION OF TRAFFIC OPERATIONS

| OFFICE OF RESPONSIBILITY          | EA DESCRIPTION                                       | WORK SEGMENT MANAGER | PHONE # (CALNET #)        |
|-----------------------------------|--|----------------------|---------------------------|
| <b>TRAFFIC SAFETY</b>             | Manage Traffic Safety Improvement Program            | Roy Peterson         | 916-654-5176 (8-464-5176) |
|                                   | Traffic Safety Investigations                        | Tom Schriber         | 916-653-3661 (8-453-3661) |
|                                   | Traffic Safety Studies                               | Craig Copelan        | 916-654-4682 (8-464-4682) |
|                                   | Legal/Claims Support                                 | Wayne Henley         | 916-654-6246 (8-464-6246) |
|                                   | Highway Signing and Delineation Management           | Gerry Meis           | 916-654-4551 (8-464-4551) |
|                                   | Speed Zone Investigations                            | Gerry Meis           | -                         |
|                                   | Multidisciplinary Accident Investigation Team (MAIT) | Wayne Henley         | -                         |
| <b>TRANSPORTATION PERMITS</b>     | Regular Permit Activities                            | Hossein Rostam       | 916-654-5548 (8-464-5548) |
|                                   | Variance Loads                                       | Hossein Rostam       | -                         |
| <b>ENCROACHMENT PERMITS</b>       | Recoverable Permit Activities                        | Gerry Meis           | -                         |
|                                   | Nonrecoverable/Customer Service                      | Gerry Meis           | -                         |
|                                   | Appeals to the Director                              | Wayne Henley         | -                         |
| <b>DEMAND &amp; CAPACITY MGMT</b> | HOV Lanes and Park & Ride                            | Robert Copp          | 916-654-6912 (8-464-6912) |
|                                   | Ramp Metering  | Robert Copp          | -                         |
|                                   | Signals  | Martha Styer         | 916-654-5653 (8-464-5653) |
|                                   | Local Development Review                             | Wayne Henley         | -                         |
| <b>INCIDENT MANAGEMENT</b>        | TMS Operations                                       | Robert Copp          | -                         |
|                                   | TMS Support  | Jeff Mcrae           | 916-654-3781 (8-464-3781) |
|                                   | Highway Activity Management                          | Robert Copp          | -                         |
|                                   | Traffic Management Team                              | Robert Copp          | -                         |
|                                   | Freeway Service Patrol                               | Robert Copp          | -                         |
|                                   | System Monitoring                                    | John Wolf            | 916-654-2627 (8-464-2627) |
|                                   | Investigations and Analysis                          | Robert Copp          | -                         |
| <b>TOLL OPERATIONS</b>            | Toll Operations                                      | Robert Copp          | -                         |



## Expenditure Authorization Summary

The following table correlates the Previous EA numbers with the Revised EA numbers.

### **“OLD” and “NEW” EXPENDITURE AUTHORIZATION NUMBERS**

(Use beginning July 1, 2001)

| OLD EA | DESCRIPTION                        | NEW EA    | SUB JOB | Note |
|--------|------------------------------------|-----------|---------|------|
| 913076 | Administrative Chargeback          | No Change |         |      |
| 936052 | TOMIS                              |           |         | 1    |
| 936054 | Overhead/Training                  |           |         | 2    |
| 936100 | Special Truck Studies              | 937500    | 3TSST   |      |
|        |                                    | 936701    | 3OPIN   |      |
| 936161 | HOV Monitoring                     | 936501    | 3HOVM   |      |
| 936164 | Signal Log                         | 936501    | 3SIGL   |      |
| 936165 | Development Review                 | 936501    | 3LDRW   |      |
| 936166 | Sign Log                           | 937500    | 3TSSS   |      |
| 936167 | Park & Ride                        | 936501    | 3HOVM   |      |
| 936168 | Traffic Signal Timing              | 936501    | 3SIGL   |      |
| 936169 | Highway & Freeway Surveillance     | 936701    | 3SYMO   |      |
|        |                                    | 936701    | 3OPIN   |      |
| 936171 | Congestion Monitoring              | 936701    | 3SYMO   |      |
| 936174 | Special Studies                    | 936701    | 3OPIN   |      |
|        |                                    | 937500    | 3TSST   |      |
| 936175 | MAIT                               | 937500    | 3MAIT   |      |
| 936176 | Speed Zone Investigations          | 937500    | 3SZSI   |      |
| 936177 | Traffic Safety Investigations      | 937500    | 3HT65   |      |
| 936178 | Legal Support                      | 937500    | 3LEGL   |      |
| 936179 | Safety Improvement Program Mgmt    | 937500    | 3HSIP   |      |
| 936180 | California Photolog Library        | 936701    | 3SYMO   |      |
| 936181 | Signs and Delineation              | 937500    | 3TSTM   |      |
| 936182 | LOGO and TODS program              | 937500    | 3TSTL   |      |
| 936183 | Caltrans Traffic Manual            | 937500    | 3TSTM   |      |
| 936200 | TMC Operations                     | 936601    | 3TMOP   |      |
|        |                                    | 936601    | 3DTMM   |      |
| 936201 | Traffic Management Teams           | 936601    | 3TMTM   |      |
| 936202 | TMC Support                        | 936601    | 3TMSU   |      |
| 936203 | Ramp Meter                         | 936501    | 3RAMP   |      |
| 936206 | Intelligent Transportation Systems | 936601    | 3TMSU   |      |
| 936207 | SMART Corridor                     | 936601    | 3TMSU   |      |
| 936208 | Freeway Service Patrol             | 936601    | 3FSPT   |      |
| 936209 | New Technology & Research          | 936701    | 3OPIN   |      |
| 936210 | SMART Traveler Operations          | 936601    | 3TMSU   |      |
| 936212 | Software Development               | 936601    | 3TMSU   | 3    |
| 936612 | Geographic Information System      | 936701    | 3SYMO   |      |

| OLD EA | DESCRIPTION                            | NEW EA | SUB JOB | Note |
|--------|--|--------|---------|------|
| 936613 | SHOPP Operations Projections           | 936701 | 3OPIN   |      |
| 936614 | Elect. Systems - Traffic Ops Program   | 936501 | 3SIGL   |      |
| 936615 | Elect. Systems – State Furnished Mat'l | 936601 | 3TMSU   |      |
| 937010 | Permits Administration                 | 937700 | 3ADMN   |      |
| 937076 | Transportation Permits – Overhead      | 937600 | 3ADMN   |      |
| 937176 | Transportation Permits – Routine       | 937600 | 3TPER   |      |
| 937177 | Transportation Permits – Variance Load | 937600 | 3TPVR   |      |
| 937181 | Encroachment Permit Review             | 937700 | 3EPPR   |      |
| 937182 | Permit Inspection & Control            | 937700 | 3EPIC   |      |
| 937183 | Permit Field Work                      | 937700 | 3EPFW   |      |
| 937184 | Unauthorized Encroachments             | 937700 | 3EPUE   |      |
| 937185 | Permit Customer Service                | 937700 | 3EPCS   |      |
| 937188 | Appeals to the Director                | 937700 | 3EPAD   |      |

**NOTES:**

- (1) Charge to Work Segment EA being measured.
- (2) Charge to Work Segment EA most relevant to training/overhead activity.
- (3) Charge to EA/subjob for which software is developed with special designation "6SOFTWARE".

# **SAFETY**

**EA 937500**

## **MANAGE TRAFFIC SAFETY IMPROVEMENT PROGRAM**

**Sub Job: 3HSIP**

### **DESCRIPTION:**

This work captures Traffic Operations Division staff time, training, travel and operating expenses incurred while performing duties related to Management of the Highway Safety Improvement Program (HSIP). Duties are as required to address highway safety concerns, and as outlined Highway Safety Improvement Program Guidelines.

### **TYPICAL TASKS:**

- Providing consultation concerning the HSIP.
- Screening for compliance and approval of proposed HSIP projects.
- Developing policies, guidelines, and tools that support the HSIP.
- Preparing lists of required investigations, Median Barrier Monitoring Reports, Wrong Way Monitoring Reports, and HSIP Evaluation Reports.
- Reviewing investigation reports and preparing responses required for the Highway Safety Improvement Program annual reports. Included reports are: Median Barrier, Wrong Way Monitoring, Before and After Studies for Annual Evaluation Report and updating the Traffic Safety Priority List.
- Maintain HSIP project database.
- Tracking of production units for this work segment.

### **TASKS NOT INCLUDED:**

- Activities related to 10 Year SHOPP development.
- Project Initiation Document development.
- Any Capital Outlay related safety work.

### **WORKLOAD STANDARDS:**

Production Unit = Number of reports prepared per fiscal year

Workload Standard = (to be determined)

Performance Measure = (to be determined)

### **SUB JOB DESCRIPTIONS:**

- 3HSIP – All above mentioned and otherwise regular Safety Improvement Program activities including all training, travel and administrative activities directly related to managing the HSIP.

### **PREVIOUS EXPENDITURE AUTHORIZATIONS:**

936179 Traffic Safety Improvement Program - Management

### **NOTES:**

Revised from previous ASC EA description.

**EA 937500**  
**TRAFFIC SAFETY INVESTIGATIONS**  
**Sub Job: 3HT65**

**DESCRIPTION:**

This work captures Traffic Operations Division staff time, training, travel and operating expenses incurred while performing duties related to the preparation of Highway Safety Program. Duties are as required to address highway safety concerns, and as outlined Highway Safety Improvement Program Guidelines.

**TYPICAL TASKS:**

- Conduct investigations and prepare traffic safety investigation report (form HT65) and associated recommendations. Investigation includes, TSN collision data review, collision diagram, skid test review, traffic volume review, bridge inspection reports, field review, review of previous HT65 history & past and planned project history, evaluate alternative, recommendation, form completion, action request (if required) to appropriate office.
- Pre-project initiation work. Calculate Safety Index, description and rough estimate to determine if feasible to initiate for pre-PID document (IRDAP, PIF).
- Perform investigations and prepare report for three Monitoring Programs (Wrong Way, Median Barrier, and 2&3 Lane).
- Preparing "Before & After" studies of completed safety projects.
- Consult with internal/external partners and general public. Includes correspondence and meetings.
- Fleet equipment management.
- Training, travel and administrative activities directly related to these tasks.
- Tracking of production units for this work segment.

**TASKS NOT INCLUDED:**

- Activities related to 10 Year SHOPP development.
- Traffic Safety Systems Advisor duties.
- Project Initiation Document development.
- Any Capital Outlay related safety work.

**WORKLOAD STANDARDS:**

Production Unit = Number of HT65's prepared per fiscal year.

Production Unit = Number of projects initiated, Number of projects not feasible.

Production Unit = Total length of segments reviewed

Production Unit = Number of locations reviewed or segment lengths reviewed.

Workload Standard = 47 hours per investigation completed.

Performance Measure = (to be determined)

**SUB JOB DESCRIPTIONS:**

- 3HT65 - All above mentioned and otherwise routine Traffic Safety Investigations activities including all training, travel and administrative activities directly related to Traffic Safety Investigations.

**PREVIOUS EXPENDITURE AUTHORIZATIONS:**

936177 Traffic Safety Investigations

**NOTES:**

Revised from previous ASC EA description.

**EA 937500**  
**TRAFFIC SAFETY STUDIES**  
**Sub Job: 3TSST**

**DESCRIPTION:**

This work captures Traffic Operations Division staff time, training, travel and operating expenses incurred while performing duties related to the preparation of Traffic Safety Studies.

**TYPICAL TASKS:**

- Any work done on research or special studies as designated by the Traffic Operations Program Manager.
- Any work involved in requesting or monitoring safety studies or research.
- Activities associated with testing of Traffic Safety devices.
- Work on "one-time" studies, which require significant effort, but that are not part of formal safety research studies.
- Tracking or production units for this work segment.

**TASKS NOT INCLUDED:**

- Activities related to 10 Year SHOPP development.
- Traffic Safety Systems Advisor duties, HSIP Program Management activities.
- Project Initiation Document development.
- Any Capital Outlay related safety work.

**WORKLOAD STANDARDS:**

Production Unit = Number of safety studies prepared per fiscal year.

Production Unit = Number of safety studies reviewed per fiscal year

Workload Standard = (to be determined)

Performance Measure = (to be determined)

**SUB JOB DESCRIPTIONS:**

- 3TSST - All above mentioned and otherwise technical Traffic Safety Studies activities including all training, travel and administrative activities directly related to Traffic Safety Studies.

**PREVIOUS EXPENDITURE AUTHORIZATIONS:**

936174 Studies for Traffic Operations Program

**NOTES:**

Partially revised from previous ASC EA description.

**EA 937500**  
**DEPARTMENT'S LEGAL/CLAIMS SUPPORT**  
**Sub Job: 3LEGL**

**DESCRIPTION:**

This work segment captures the Department's staff time, operating expenses, production, training and travel for support to the Legal Division and District Claims Offices on specific cases.

**TYPICAL TASKS:**

- ~~Investigate and research pertinent facts and data, produce requested documents~~
- Production of documents, facts and data requested for investigation.
- Provide information to answer interrogatories.
- Respond to subpoenas.
- Prepare to appear as a witness.
- Appear and provide testimony at depositions, arbitrations and trials.
- Provide ~~traffic~~ information for preparation of affidavits and exhibits.
- Prepare and sign declarations.
- Tracking of Production units for this work segment.

**TASKS NOT INCLUDED:**

- ~~Board of Control Claims~~
- Day Labor activities
- Routine documentation
- Provision of readily available data (ex. traffic counts)
- Activities related to creation of Project Initiation Documents or specific project reports or plans
- ~~Civil Action (Contract) Case Support~~
- Project related case support (i.e. inverse condemnations, eminent domain, and contract work)

**WORKLOAD STANDARDS:**

Production Unit = Number of pending civil actions (tort) opposing the Department per fiscal year.

Workload Standards = 38 hours per pending civil action.

Performance Measure = (to be determined)

**SUB JOB DESCRIPTIONS:**

- 3LEGL - All above mentioned and otherwise routine Traffic Legal/Claims Support activities including all training, travel and administrative activities directly related to Traffic Legal/Claims Support.

**PREVIOUS EXPENDITURE AUTHORIZATIONS**

936178 Consultation to ~~Support External Legal Program~~ Division

**NOTES:**

A Special Designation for each case, provided by the Legal Division, is needed to charge time or resources to this Work Segment.

**EA 937500**  
**HIGHWAY SIGNING AND DELINEATION MANAGEMENT**  
**Sub Job: 3TSSS (Routine)**  
**Sub Job: 3TSTL (TODS & LOGOS)**  
**Sub Job: 3TSTM (Traffic Manual)**

**DESCRIPTION:**

This work captures Traffic Operations Division staff time, training, travel and operating expenses incurred while performing duties related to State highway signing and pavement marking improvement activities.

**TYPICAL TASKS:**

- Maintaining a sign log and other sign and delineation records.
- Prepare sign and delineation installation orders to Maintenance.
- Ordering signs for new, non-project related installations.
- Provide non-project or non-PID related sign and delineation consultation and expertise both in the office and in the field, verify compliance with state standards.
- Providing information from the records for non-legal requests.
- Prepare and maintain standards for highway signing and pavement marking.
- Review and make determinations on requests for non-standard highway signs.
- Field reviews
- Tracking of production units for this work segment.
- Review and evaluation of new products and new traffic control devices.
- Participation in California Traffic Control Devices Committee.

**TASKS NOT INCLUDED:**

- Project Initiation Document development.
- Capital project signing and delineation activities.
- Maintenance sign replacement orders or inquiries.

**WORKLOAD STANDARDS:**

Production Unit = Number of installation orders prepared per fiscal year  
Production Unit = Total number of existing signs in each district  
Production Unit = Total number of lane miles in each district  
Production Unit = Total number of TODS and LOGOS requests handled per fiscal year  
Production Unit = Number of non-standard requests handled per fiscal year.  
Workload Standard = (to be determined)  
Performance Measure = (to be determined)

**SUB JOB DESCRIPTIONS:**

- 3TSSS - All above mentioned and otherwise routine Highway Signing and Delineation Management activities including all training, travel and administrative activities directly related to Highway Signing and Delineation Management.
- 3TSLT – Activities related to the LOGO and TODS Program
- 3TSTM – Activities related to maintaining and revising the Traffic Manual

**PREVIOUS EXPENDITURE AUTHORIZATIONS**

|        |                            |
|--------|----------------------------|
| 936166 | Traffic Sign (Log) Records |
| 936181 | Signs and Delineation      |
| 936182 | LOGO and TODS program      |
| 936183 | Caltrans Traffic Manual    |

**NOTES:**

Revised from previous ASC EA description.

**EA 937500**  
**SPEED ZONE INVESTIGATIONS**  
**Sub Job: 3SZSI**

**DESCRIPTION:**

This work captures Traffic Operations Division staff time, training, travel and operating expenses incurred while performing duties related to the preparation of Engineering and Traffic Surveys to establish posted speed limits on state highways.

**TYPICAL TASKS:**

- Preparing speed zone investigations or engineering and traffic surveys and reports per guidelines given in the Traffic Manual and in compliance with the California Vehicle Code (CVC).
- Corresponding and coordinating investigation results with local government agencies and the public.
- Reviewing speed investigations on state highways prepared by local government agencies.
- Coordinating installation locations for signs and markings.
- Maintaining records and database of current and pending speed zone investigations.
- Coordinating calibration of speed measuring equipment.
- Field review of existing engineering and traffic survey information in accordance with CVC Section 40802.
- Tracking of production units for this work segment.

**TASKS NOT INCLUDED:**

- Project Initiation Document development.
- Capital project speed determination activities.
- Preparation of sign orders or sign log.

**WORKLOAD STANDARDS:**

Production Unit = Number of engineering and traffic surveys completed per year.

Workload Standard = 79 hours per engineering and traffic survey (*draft standard based on 00/01 fiscal year production and expenditure data*).

Performance Measure = (to be determined)

**SUB JOB DESCRIPTIONS:**

- 3SZSI - All above mentioned and otherwise routine Speed Zone Investigation activities including all training, travel and administrative activities directly related to Speed Zone Investigations.

**PREVIOUS EXPENDITURE AUTHORIZATIONS**

936176    Speed Zone Investigations

**NOTES:**

Revised from previous ASC EA description.



**EA 937500**  
**MULTIDISCIPLINARY ACCIDENT INVESTIGATION TEAM (MAIT)**  
**Sub Job: 3MAIT**

**DESCRIPTION:**

To capture training, travel, time and related operating expenses as part of, or in support of the eight Caltrans and CHP staffed Multidisciplinary Accident Investigation Teams. As a member of MAIT the Caltrans Senior Transportation Engineer provides expertise in highway engineering and traffic operations on investigations of serious traffic collision and/or incidents.

**TYPICAL TASKS:**

- Assist the team in completing a comprehensive investigation report for each collision or incident.
- Provide accident reconstruction support to the team by preparing the Roadway Environment section of the investigation.
- Assist in conducting in-depth investigations of severe and complicated traffic collisions and incidents.
- Provide engineering and surveying support, expertise and/or oversight used during the course of an investigation.
- Investigations may include the collection and compilation of roadway and traffic data relevant to collisions or incidents as follows: the overall roadway environment, design speed, horizontal alignment, superelevation, profile grade, sign, signal, delineation, coefficient of friction, traffic volume, accident history, damage to state property and weather conditions.
- Present report findings and conclusions to interested parties, give legal depositions and testify in court.
- Act as liaison between Caltrans (primarily with district safety investigations unit) and MAIT.
- Provide MAIT related training to CHP and Caltrans personnel.
- Tracking of production units for this work segment.

**TASKS NOT INCLUDED:**

- Non- MAIT Caltrans employees involved with a MAIT incidents such as Maintenance cleaning up a collision site or Traffic Operations mitigating traffic congestion surrounding an incident site.

**WORKLOAD STANDARDS:**

Production Unit = Number of MAIT investigations per year.

Workload Standard = (to be determined)

Performance Measure = (to be determined)

**SUB JOB DESCRIPTIONS:**

- 3MAIT - All above mentioned and otherwise routine MAIT activities including all training, travel and administrative activities directly related to MAIT.

**PREVIOUS EXPENDITURE AUTHORIZATIONS:**

936175 Multi-Disciplinary Accident Investigation Team (MAIT)

**NOTES:**

Revised from previous ASC EA description.

**EA 937600**  
**TRANSPORTATION PERMITS**  
**Sub Job: 3TPER (Routine)**  
**Sub Job: 3TPVR (Variance Loads)**

**DESCRIPTION:**

This work segment captures Traffic Operations Division operating expenses, production, training, travel and time sheet charges for the Transportation Permit Program.

**TYPICAL TASKS:**

- Administer, supervise and review the Transportation Permit program.
- Develop and disseminate policies and exceptions on issuing transportation permits.
- Develop and maintain routing and reference tools on issuing transportation permits.
- Review and prepare legislative bills relating to over dimensional vehicles and loads.
- Provide liaison, monitoring and review to ensure uniform application of policy.
- Issue transportation permits and perform related activities.
- Inspect vehicles, and perform related activities.
- Coordinate with the CHP, cities, counties and industry.
- Carry out a compliance program (suspension of permit privileges).
- Initiate and develop new methods to issue permits.
- Training, travel and administrative activities directly related to these tasks.
- Tracking of production units for this work segment.

**TASKS NOT INCLUDED:**

- Managing transportation permit moves.

**WORKLOAD STANDARDS:**

Production Unit = number and type of transportation permit issued

Workload Standard = (to be determined)

Performance Measures and Indicators = (to be determined)

**SUB JOB DESCRIPTIONS:**

- 3TPER - Routine Transportation Permit activities.
- 3TPVR - Variance loads, loads over 15 feet wide, over 17 feet high, over 135 feet long, or over 250,000 pounds.

**PREVIOUS EXPENDITURE AUTHORIZATIONS:**

|        |  |
|--------|--|
| 937076 | Transportation Permit overhead         |
| 937176 | Transportation Permit – Routine Loads  |
| 937177 | Transportation Permit – Variance Loads |

**NOTES:**

Revised from previous ASC EA Descriptions.

**EA 937700**  
**ENCROACHMENT PERMITS**

**Sub Job: 3EPIC (Recoverable and Non-Recoverable)**

**Sub Job: 3EPUE (Non-Recoverable)**

**Sub Job: 3EPPR (Recoverable and Non-Recoverable)**

**Sub Job: 3EPPFW (Recoverable and Non-Recoverable)**

**Sub Job: 3ADMN (Non-Recoverable)**

**Sub Job: 3EPCS (Non-Recoverable)**

**Sub Job: 3EPAD (Appeals to Director)**

**DESCRIPTION:**

This work segment captures Traffic Operations Program operating expenses, production, travel and time sheet charges for the Encroachment Permit Program.

**TYPICAL TASKS:**

- Administer, supervise and review the Encroachment Permit program.
- Develop and disseminate policies and exceptions relating to encroachment permit projects.
- Permit application processing, obtaining as-built plans, closing permit files, records retention.
- Plan and site review, plan approval, writing permit provisions by Permits staff and support units.
- Meeting and communication with permit applicants.
- Initiate preparation of Permit Engineering Evaluation Reports (PEER) by Caltrans responsible unit.
- Monitor, review, document and communicate project site conditions to ensure the uniform application of state specifications and standards.
- Oversight of fieldwork performed by non-Caltrans forces such as traffic control, striping, lab testing, signing, repairs, etc. required for the permit.
- Responding to legal and public inquiries.
- Review, issue, and coordinate filming and special event permits
- Tracking of production units for this work segment.

**TASKS NOT INCLUDED:**

- Transportation Permit activities
- Mitigation of unauthorized encroachments.
- Review and inspection of projects over \$1,000,000 that are to be constructed under an encroachment permit.
- Environmental review.

**WORKLOAD STANDARDS:**

Production Unit = number and type of permit issued

Workload Standard = 175 hours per each large and 24 hours of each small permit and one hour per each permit for storm water compliance

Performance Measures and Indicators = Permits issued within 60 days and under

**SUB JOB DESCRIPTIONS:**

- 3EPIC Inspection and control of permit activities, meetings and communications (recoverable and non-recoverable\*)
- 3EPPR Encroachment Permit Review (recoverable and nonrecoverable\*)
- 3EPPFW Encroachment Permit Field Work (recoverable and Nonrecoverable\*)
- 3EPCS Nonrecoverable customer service (i.e. Preliminary meetings and communications, , travel time to permit activity site.
- 3EPUE Unauthorized Encroachment Permits (nonrecoverable)
- 3EPAD Appeals to the Director.(recoverable)

**PREVIOUS EXPENDITURE AUTHORIZATIONS:**

|        |  |
|--------|--|
| 937010 | Encroachment Permit Administration               |
| 937011 | Encroachment Permit Overhead                     |
| 937181 | Encroachment Permit – Review                     |
| 937182 | Encroachment Permit – Inspection and Control     |
| 937183 | Encroachment Permit – Fieldwork                  |
| 937184 | Encroachment Permit – Unauthorized Encroachments |
| 937185 | Encroachment Permit – Customer Service           |
| 937188 | Encroachment Permit – Appeals to the Director    |

**NOTES:**

Non-recoverable encroachment permit work considered exempt by statutes are only allowed for public agency permit applications. Special designation “7EXEMPT”, is required or 7EX with 9 additional spaces is optional for fee exempt permit activities.

**EA 937500, 937600 & 937700**  
**ADMINISTRATION**  
**Sub Job: 3ADMN**

**DESCRIPTION:**

This work segment captures time expended for administration, budgeting, management, and supervision services needed to support the Traffic Safety, Transportation Permits or Encroachment Permits activities identified by specific sub jobs.

**TYPICAL TASKS:**

- Administering, managing and supervising activities related to specific Traffic Safety, Transportation Permits or Encroachment Permits sub jobs.
- Preparation and monitoring of budget and resource allocations & expenditures.
- Clerical services not related to specific sub jobs.
- Training not related to specific sub jobs.
- Safety meetings.

**TASKS NOT INCLUDED:**

- Any activity that can reasonably be charged as a direct cost of the work it supports.
- Work by District Liaisons that can be charged to specific project EAs or to specific Traffic Operations sub jobs.

**WORKLOAD STANDARDS:**

Production Units = (To be determined) Number of staff managed or supervised.

Performance Indicator = (To be determined)

**NOTES:**

# **SYSTEM MANAGEMENT**

**EA 936501**

## **HIGH OCCUPANCY VEHICLE LANES and PARK & RIDE LOT MANAGEMENT**

**Sub Job: 3HOVM**

### **DESCRIPTION:**

This work segment captures production and time sheet charges for the management and support of high occupancy vehicle lanes, park & ride lots and related ridesharing activities.

### **TYPICAL TASKS:**

- Monitor HOV facilities to determine usage, vehicle occupancy rates, violation rates, and operational problems.
- Coordinate with other Caltrans offices and external agencies, including the California Highway Patrol.
- Provide input into development of regional HOV Lane plans.
- Managing HOV-related research contracts.
- Prepare annual HOV lane reports
- Prepare and review revisions to HOV Guidelines.
- Manage existing park & ride lots, including monitoring of usage, inspection and investigation of complaints, and negotiation of contracts for use of property.
- Respond to inquiries from elected officials and the public.
- Operate and maintain reversible HOV lanes.

### **TASKS NOT INCLUDED:**

- Surveillance of ramp meter HOV bypasses (use EA 936501 subjob 3RAMP).
- Work directly involved with the preparation of PSRs, PRs, and PS&E for specific projects (COS).
- Transportation demand management (TDM) activities (handled by Planning Program).
- Congestion pricing and value pricing studies (funded by Planning Program). [See Note 1]

### **WORKLOAD STANDARDS:**

Production Units = Number of HOV lane monitoring units (*a directional section of mainline HOV lane which requires monitoring*).  
= Number of parking spaces managed. (*A proposal has been made to change this standard to "Number of park & ride facilities managed".*)

Workload standard = 598 hours per HOV lane monitoring unit  
= 0.14 hours per parking space managed

Performance Indicator = Change in vehicle-occupancy rate along each HOV corridor  
= Number of people using the facility/avg

### **PREVIOUS EXPENDITURE AUTHORIZATIONS:**

|        |                   |                                   |
|--------|-------------------|-----------------------------------|
| 936161 | Work Segment HO01 | High Occupancy Vehicle Operations |
| 936167 | Work Segment RS04 | Park and Ride Lot Management      |

### **NOTES:**

- (1) Value pricing studies may be funded by the Planning Program, but a large portion of the technical work may be conducted by Operations staff. Should this Ops work be captured under this EA?

**EA 936501**  
**RAMP METERING**  
**Sub Job: 3RAMP**

**DESCRIPTION:**

This work segment captures production and time sheet charges for the ramp-metering program.

**TYPICAL TASKS:**

- Monitoring, evaluating, adjusting and documenting operation of existing ramp metering systems and operating systems.
- Diagnosing and troubleshooting electrical problems related to ramp metering systems.
- Developing and maintaining Ramp Meter Development Plan.
- Data collection, analysis, and negotiation with local agencies related to corridor ramp metering plans.
- Respond to inquiries from elected officials and the public.

**TASKS NOT INCLUDED:**

- Project development activities, including developing metering plans for new meter systems (COS).
- Construction of ramp meters (COS).
- Maintenance of ramp meters (Maintenance)
- ~~Development of new software necessary for the operation of ramp meter controllers (COS).~~

**WORKLOAD STANDARDS:**

Production Units = Number of hours per meter to perform tasks listed above.

Workload standard = 50 hours per ramp meter reviewed/adjusted.

Performance Indicator = Reduction in freeway demand (or delay).

**PREVIOUS EXPENDITURE AUTHORIZATIONS:**

936203      Work Segment OP11      Ramp Metering

**NOTES:**

- (1) Software development charges for this activity should include special designation "6SOFTWARE".

**EA 936501  
SIGNALS  
Sub Job: 3SIGL**

**DESCRIPTION:**

This work segment captures production and time sheet charges for work related to traffic signal support, maintaining signal logs, and electrical traffic control equipment.

**TYPICAL TASKS:**

- Office and fieldwork related to monitoring, evaluating and adjusting traffic signal timing.
- Obtaining and analyzing traffic and accident data.
- Developing and revising timing plans for existing traffic signal systems.
- Consulting with local agencies, consultants and maintenance.
- Evaluating, installing and operating traffic signal software.
- Maintaining signal-timing records.
- Maintaining log of signal locations, including dates of changes of any signal or timing modifications.
- Responding to complaints and inquiries concerning traffic signals.
- Managing the supply of state-furnished electrical traffic control devices.
- Sustaining specifications, manuals, guidelines and managing procurement contracts.
- Developing and maintaining standards, specifications, policies, and procedures for existing and proposed electrical traffic control devices and systems.
- Developing hardware and software for traffic signals (see note below).

**TASKS NOT INCLUDED:**

- Project development activities, including design (COS).
- Ramp meter signals (use EA 936501 subjob 3RAMP).
- Counts at intersections not related to signal operation (use EA 936701 subjob 3SYMO).
- Maintenance activities related to debugging of signals (handled by Maintenance).
- ~~Development of new traffic signal software (funded by COS).~~
- Traffic signal permits reviews (use appropriate Permit EA/subjob).

**WORKLOAD STANDARDS:**

Production Units = Hours per signalized intersection.

Workload standard = 26.5 hours per signal reviewed/adjusted.

Performance Indicator = Signal modifications reviewed.

**PREVIOUS EXPENDITURE AUTHORIZATIONS:**

|        |                   |   |
|--------|-------------------|---|
| 936168 | Work Segment OP10 | Traffic Signal Timing                             |
| 936164 | Work Segment TE20 | Traffic Signal and Sign Records (signal log only) |

**NOTES:**

- (1) Software development charges for this activity should include special designation "6SOFTWARE".



**EA 936501**  
**LOCAL DEVELOPMENT REVIEW**  
**Sub Job: 3LDRW**

**DESCRIPTION:**

This work segment captures production and time sheet charges for the review, analysis, consultation, evaluation and written comments regarding the impact of local development projects and land use change proposals (sponsored by others, non-Caltrans) that may adversely impact the safety and operations of the State Highway System. This work is subject to statutorily mandated time constraints with respect to California Environmental Quality Act (CEQA) and fulfills Traffic Operations' functional responsibilities as directed by Deputy Directive DD-25 relating to Intergovernmental Review (IGR).

**TYPICAL TASKS:**

- Traffic impact (safety and operational) and level of service analysis of:
  - Local development projects,
  - Land use change proposals,
  - General plan updates and amendments,
  - Site plans, conditional use permits, timber harvest plans, and etc.
- Consultation with district IGR Coordinators, district encroachment permit branch, local agency staff and developer consultants to agree upon the following:
  - Initial assumptions and scope of traffic impact studies,
  - Coordinate with planned State highway projects in the vicinity of the local land use proposal,
  - Measures to mitigate local land use traffic impacts on State highway system.
- Writing comments and preparing exhibits for:
  - Response to environmental documents and local agency referrals with respect to local land use change proposals.
  - Presentations at local agency governing board meetings.
  - Providing technical support documentation for challenges to environmental documents.
- Perform field reviews of LDR proposals.
- Provide tracking data to headquarters LDR coordinator for budgetary and program evaluation purposes on a monthly basis.

**TASKS NOT INCLUDED:**

- Work related to review and analysis of encroachment permits applications (use appropriate Permit EA/subjob).
- Work related to specific State-sponsored highway projects.

**WORKLOAD STANDARDS:**

Workload Standard = 29.1 hours /review (to be revised by June 15, 2002)

Performance Indicator = Dollar value of safety and operational improvements implemented (constructed or paid for) by others.

**PREVIOUS EXPENDITURE AUTHORIZATIONS:**

936165      Work Segment OP09      Proposed Developments Impacting Highways

**NOTES:**

- (1) The number of reviews will be reported and audited by the Traffic Operations LDR coordinator.
- (2) Procedures for reporting reviews and auditing reviews are currently being developed and will be complete by June 15, 2001.
- (3) More specific information for reviewing LDR proposals will be provided upon request. District 3 is now testing a tracking system for LDR and will be rolled out statewide when available.

**EA 936601**  
**TRANSPORTATION MANAGEMENT SYSTEM OPERATIONS**  
**Sub Job: 3TMOP**

**DESCRIPTION:**

This work segment captures production and time sheet charges for the administration and operation of the Transportation Management System.

**TYPICAL TASKS:**

- Monitor real time traffic conditions.
- Operate TMS hardware and software.
- Monitor status of field equipment.
- Dispatch information on traffic conditions and alternate routes to media and public.
- Provide central communications and coordination for TMT, CHP, other districts and allied agencies during major incidents.
- Call boxes

**TASKS NOT INCLUDED:**

- Project development and pre-STIP studies for TOS elements.
- Traffic management for events covered by encroachment permits.

**WORKLOAD STANDARDS:**

Production Units = ~~Inventory of TMC and field TOS hardware.~~  
= ~~Number of additions or modifications to TMC and field TOS hardware~~  
= ~~Number of hours in operation~~  
= Number of incidents logged (*Any incident monitored during which coordination is provided to other functional units or agencies and/or information disseminated to media & public*).

Workload standard = 1.12 hours per incident logged with duration greater than 1 hour.  
= 0.11 hours per incident logged with duration less than 1 hour.

Performance Indicator = Amount of non-recurrent congestion on state highway system.  
= Change in average time per incident on state highway system.

**PREVIOUS EXPENDITURE AUTHORIZATIONS:**

936200      Work Segment OP06      Transportation Management Center

**NOTES:**

- (1) FSP dispatch handled by CHP.
- (2) Development, advertising, and awarding of FSP contracts handled by local agencies

**EA 936601**  
**TRANSPORTATION MANAGEMENT SYSTEM SUPPORT**  
**and ELECTRICAL TRAFFIC CONTROL**  
**Sub Job: 3TMSU**

**DESCRIPTION:**

This work segment captures production and time sheet charges for the maintenance and support of Transportation Management Systems (TMS), which include electrical system & electrical traffic control devices, changeable message signs, highway advisory radio, closed circuit television cameras, weather stations and other field elements.

**TYPICAL TASKS:**

- Monitor, track and calibrate field hardware.
- Hardware and software maintenance and upgrades.
- Develop, manage, troubleshoot, and optimize communication with field TOS hardware.
- Provide technical expertise to Districts, Programs, local and federal agencies, other states, construction contractors, manufacturers, and Maintenance on supported field systems.
- Manage the supply of state furnished electrical traffic control devices.
- Monitor, calibrate, and optimize central command & control software/hardware for freeway mgmt.
- Manage Traveler Information System software and hardware.
- Management of systems within the TMC
- Network and System Administration.
- Database Administration.
- Sustaining Engineering.
- System Configuration Management.
- Developing and maintaining system specifications, manuals and guides.
- Evaluating and supporting development and deployment of Intelligent Transportation Systems.
- Investigate existing technologies as they relate to Transportation Management Systems
- Contribute to and participate in TMS standards committees (including but not limited to Specifications, Traffic Signals, New Products, California Traffic Control Device CTCDC committees).
- Manage contracts for TMS/TMC maintenance and service.
- Develop hardware and software for the TMS.
- Review research and engineering studies of electrical system issues that impact policies and practices.
- Develop and initiate policies resolving TMC and Electrical traffic control issues.
- Analyze and prepare comments on proposed legislation.
- Administration of 1-800-COMMUTE/Smart-Traveler service.

**TASKS NOT INCLUDED:**

- Project development and pre-STIP studies for TOS elements.
- ~~Field element or communication system maintenance and service.~~
- ~~Develop hardware and software for the TMS.~~
- Manage contracts for TMS/TMC maintenance and service (charged to Maintenance EA).
- Ramp meters (use EA 936501 subjob 3RAMP)
- Traffic signals (use EA 936501 subjob 3SIGL).

**WORKLOAD STANDARDS:**

Production Units = Inventory of TMC hardware.

Performance Indicator = Percent functionality of TMC hardware.

**PREVIOUS EXPENDITURE AUTHORIZATIONS:**

|        |                   |   |
|--------|-------------------|---|
| 936202 | Work Segment OP06 | Transportation Management Center (Spec Des 6Hardware) |
| 936206 | Work Segment ?    | Intelligent Transportation Systems                    |
| 936207 |                   | SMART Corridor  |
| 936210 |                   | SMART Traveler Operations                             |

**NOTES:**

- (1) Software development charges for this activity should include special designation "6SOFTWARE".
- (2) Charges for 1-800-COMMUTE and Smart-Traveler.com work should include special designation "6TRVLRINFO".
- (3) Previous workload standard TMC support activities based on baseline established by number of mainline detection stations.
- (4) Under current TOMIS instructions, efforts related to new technology developments are captured under the "Special Studies" activity. Should this be changed?

**EA 936601**  
**HIGHWAY ACTIVITY MANAGEMENT**  
**Sub Job: 3DTMM**

**DESCRIPTION:**

This work segment captures production and time sheet charges for the management of lane closures due to construction, maintenance, encroachment permit, and special events on or near the state highway system.

**TYPICAL TASKS:**

- Review, approve and deny all planned lane closures on state highway system.
- Track actual lane closures that occur.
- Disseminate advance (planned) and real-time lane closure information.
- Develop and maintain lane closure database software.

**TASKS NOT INCLUDED:**

- Preparation of lane closure charts and detour routes; calculation of late pickup damage amounts (COS).

**WORKLOAD STANDARDS:**

Production Units = Number of lane closures reviewed.

Workload standard = 0.03 hours per lane closure reviewed.

Performance Indicator = Delay caused by lane closures on state highway system.

**PREVIOUS EXPENDITURE AUTHORIZATIONS:**

936200      Work Segment OP06      Transportation Management Center (Spec Des 6DTM)

**NOTES:**

- (1) This activity covers duties of District Traffic Manager.
- (2) Special Designations:
  - DTM overhead                      6DTM
  - DTM lane closure processing      6DTM2
  - DTM response                      6DTM3
  - Design (Use project-specific EA)   6DTM1
- (3) Extremely low workload standard results from time being charged to associated construction project EA.

**EA 936601**  
**TRAFFIC MANAGEMENT TEAMS**  
**Sub Job: 3TMTM**

**DESCRIPTION:**

This work segment captures production and time sheet charges for the administration and operation of Traffic Management Teams.

**TYPICAL TASKS:**

- Respond to and assist in traffic management for incidents and special events.
- Prepare and continually update District TMT Action Plan.

**TASKS NOT INCLUDED:**

- 

**WORKLOAD STANDARDS:**

Production Units = ~~Number of occurrences for which TMT provides traffic management.~~  
= ~~Number of TMT Operational Hours~~  
= ~~Monthly Total of TMT Responses~~  
= Number of TMT Responses

Workload standard = 15 hours per TMT response to incidents.  
= 30 hours per TMT response to planned events.

Performance Indicator = Amount of non-recurrent congestion on state highway system.

**PREVIOUS EXPENDITURE AUTHORIZATIONS:**

936201      Work Segment OP17      Traffic Management Team

**NOTES:**

- (1) For incidents, use appropriate special designation for loss report chargeback
- (2) For special events, use special designation "6EVENTS"
- (3) For maintenance closures, use special designation "6CLOSURES"
- (4) The workload standard for planned events include any construction, maintenance, encroachment permit, and special event requiring TMT presence.

**EA 936601**  
**FREEWAY SERVICE PATROL**  
**Sub Job: 3FSPT**

**DESCRIPTION:**

This work segment captures production and time sheet charges for the administration and operation of Freeway Service Patrols.

**TYPICAL TASKS:**

- Develop, advertise, award, and manage FSP contracts.

**TASKS NOT INCLUDED:**

- 

**WORKLOAD STANDARDS:**

Production Units = Number of miles covered by FSP.  
= ~~Change in number of miles covered by FSP.~~

Workload standard = 307 hours per FSP beat.

Performance Indicator = Number of assists provided by FSP.

**PREVIOUS EXPENDITURE AUTHORIZATIONS:**

936208      Work Segment OP16      Freeway Service Patrol

**NOTES:**

- (1) FSP dispatch handled by CHP.
- (2) Development, advertising, and awarding of FSP contracts handled by local agencies.
- (3) A suggestion has been made to change the production unit to "number of FSP trucks".

**EA 936701**  
**SYSTEM MONITORING**  
**Sub Job: 3SYMO**

**DESCRIPTION:**

This work segment captures production and time sheet charges for monitoring activities which identify the location and magnitude of recurrent congestion on the state highway system and to provide a readily accessible database which quantifies delay.

**TYPICAL TASKS:**

- Measure and document existing operation and recurrent congestion on state highway system.
- Conduct traffic counts not related to the analysis of specific operational problems.
- Analyze field data to identify specific congestion-related operational deficiencies.
- Provide information to other Caltrans units and to local agencies.
- Develop, maintain and support Geographical Information Systems.

**TASKS NOT INCLUDED:**

- Operational investigations and data collection related to the study of specific operational problems.

**WORKLOAD STANDARDS:**

Production Units = Miles of highway monitored.

Performance Indicator =

**PREVIOUS EXPENDITURE AUTHORIZATIONS:**

|        |                   |   |
|--------|-------------------|---|
| 936171 | Work Segment OP02 | Congestion Monitoring                           |
| 936169 | Work Segment OP12 | State Highway System Operational Investigations |
| 936612 |                   | Geographic Information System                   |

**NOTES:**

- (1) The "Hicomp" congestion monitoring effort has historically covered freeways only. A process to monitor conventional highways is needed.
- (2) Traffic Census activities are funded from the Planning Program, but performed by Operations staff.
- (3) Should monitoring of non-recurrent congestion be captured under this EA, or under 936201?



**EA 936701**  
**TRAFFIC OPERATIONAL INVESTIGATIONS, ANALYSIS & EVALUATION**  
**Sub Job: 3OPIN**

**DESCRIPTION:**

This work segment captures production and time sheet charges for monitoring activities, which identify operational deficiencies on the state highway system, and documents the location and magnitude of congestion.

**TYPICAL TASKS:**

- Collect data to document and assess operational deficiencies at specific locations.
- Perform operational analysis to identify causes of deficiencies and to recommend solutions.
- Respond to public inquiries regarding specific operational deficiencies.
- Collect data, perform analysis to assess effectiveness of completed operational improvement projects.
- Development of TOPS plan.
- Development of 10-year SHOPP.
- Special "one time" studies of congestion-related operational problems on the state highway system.
- Special studies related to operation of trucks on the state highway system.
- New technology development.
- Legislative bill analysis on commercial vehicle issues.
- Telephone hotline service for trucking and tour bus operators.
- Determine highway access designation for legal size vehicles through highway engineering analysis.
- Prepare and publish commercial vehicle maps, fact sheets, spreadsheets, web site.
- Design, construction coordination, maintenance, and program administration of weigh-in-motion weigh station bypass systems.

**TASKS NOT INCLUDED:**

- General data collection, including system monitoring under EA 936701 subjob 3SYMO.
- Traffic surveillance conducted by the Transportation Management Center under EA 936601 subjob 3TMOP.
- Analysis and review of impacts caused by local developments (EA 936501 subjob 3LDRW).
- Traffic safety investigations.
- Data WIM activities (continue to use EA 908118).

**WORKLOAD STANDARDS:**

|                       |   |   |
|-----------------------|---|---|
| Production Units      | = | Number of operational investigations conducted.                   |
|                       | = | Number of legislative bill analyses on commercial vehicle issues. |
|                       | = | Number of telephone hotline calls.                                |
|                       | = | Number of analyses to determine highway access designations.      |
|                       | = | Number of weigh-in-motion bypass systems installed.               |
|                       | = | Number of weigh-in-motion system service calls.                   |
| Performance Indicator | = |   |

**PREVIOUS EXPENDITURE AUTHORIZATIONS:**

|        |                   |   |
|--------|-------------------|---|
| 936100 |                   | Special Truck Studies                           |
| 936169 | Work Segment OP12 | State Highway System Operational Investigations |
| 936213 |                   | Truck Parking Survey and Analysis               |
| 936613 |                   | SHOPP Operations Projections                    |

**NOTES:**

For work related to truck size issues, use the following special designations:

- |   |         |
|---|---------|
| (1) Highway access for legal size trucks                    | 6TSIZE  |
| (2) Highway access for four legal size buses and motorhomes | 6BMSIZE |
| (3) Weigh-in-motion services for weigh station bypass       | 6BYPASS |
| (4) Truck parking survey and analysis                       | 6TKPK   |

**EA 936501, 936601 & 936701**  
**ADMINISTRATION**  
**Sub Job: 3ADMN**

**DESCRIPTION:**

This work segment captures time expended for administration, budgeting, management, and supervision services needed to support the System Management activities identified by specific sub jobs.

**TYPICAL TASKS:**

- Administering, managing and supervising activities related to specific System Management sub jobs.
- Preparation and monitoring of budget and resource allocations & expenditures.
- Clerical services not related to specific sub jobs.
- Training not related to specific sub jobs.

**TASKS NOT INCLUDED:**

- Any activity that can reasonably be charged as a direct cost of the work it supports.
- Work by District Liaisons that can be charged to specific project EAs or to specific Traffic Operations sub jobs.

**WORKLOAD STANDARDS:**

Production Units = (To be determined) Number of staff managed or supervised.

Performance Indicator = (To be determined)

**NOTES:**

## **ACTIVITIES FUNDED BY OTHERS**<sup>\*</sup>

| EA NUMBER  | TITLE   |
|--|---|
| Project EA   | Traffic Improvement Project Study Reports       |
| Project EA   | Preparation of Plans, Specification & Estimates |
| 908119   | TASAS Highway Data Base                         |
| 908145   | TASAS Accident Data Base                        |
| 908117   | Traffic Census                                  |
| 908118   | Truck Weight Study                              |
| 623xxx (Research Project EA)<br>623160 (Contract Monitoring) | Formal Research Studies                         |
| Project EA   | Consultation to Construction                    |
| 965100 (Local Project Review)<br>909076 (Overhead)           | Project Oversight                               |
| Project EA   | Transportation Management Plans                 |

*Note: No change from previous EA numbers.*

\* The Division of Traffic Operations distributes resources received from others to the districts for the activities stated about for the work described under each activity. Any additional work that is requested of the district Traffic Operations staff should be subject to internal district negotiations.

**EA xxxxx0 (Minor A, Minor B, and Major Projects) or xxxxxK (PSRs)**  
**TRAFFIC IMPROVEMENT PROJECT STUDY REPORTS AND PROJECT REPORTS**

**DESCRIPTION:**

This work segment captures time sheet charges for gathering traffic improvement project data in the preparation of Project Study Reports and Project Reports that may recommend a construction project.

**TYPICAL TASKS:**

- Review accident records, and prepare summaries and diagrams (excludes Table C work).
- Make manual or mechanical traffic counts, and prepare traffic flow diagrams.
- Record and report video surveillance.
- Conduct studies of signal systems.
- Make time-space diagrams and time-phase diagrams.
- Collect and analyze special traffic count data.
- Prepare a condition and improvement diagram showing:
  - Existing conditions.
  - Recommend improvements.
  - Proposed special details.
  - Proposed signs.
  - Striping.
  - Pavement markers.
  - Electrical work.
- Prepare cooperative agreements for traffic safety projects.
- Negotiate and obtain departmental reviews, and obtain executive signatures from the cooperating governmental units.
- Prepare PSR or PR.
- Provide assistance and data during phase "0" of a project for environmental reports.

**TASKS NOT INCLUDED:**

- Time spent on studies prior to project commitment and PSR development.

**WORKLOAD STANDARDS:**

Production Units = (To be determined)

Performance Indicator = (To be determined)

**NOTES:**

**EA xxxxx1 (Minor A, Minor B, and Major Projects)**  
**PREPARATION OF PLANS, SPECIFICATIONS, AND ESTIMATES**

**DESCRIPTION:**

This work segment captures time sheet charges for the preparation of contract plans, specifications, and estimates (PS&E) and the review of trial (dummy) special provisions reported by Traffic personnel.

**TYPICAL TASKS:**

The Traffic Branch completes the entire project for which the PS&E is prepared and produces project elements such as highway lighting, traffic signals, electrical work, signs, delineation, ramp meter systems, energy attenuators, median barriers, and guardrails.

- Prepare normal PS&E for discrete portions of projects.
- Prepare the preliminary report, including the special clauses to be included in the contract.
- Determine contract items.
- Compile quantities, and estimate costs.
- Coordinate the estimates with other agencies and Caltrans departments.
- Prepare narrative description of the Traffic portion of the work.
- Review the report and its transmittal to HQ with the PS&E.
- Review the HQ-prepared trial (dummy) special provisions.
- Review the existing utility locations for possible conflicts below ground and overhead.
- Modify signal controller programs, and develop programs for projects that are under construction, even though the modifications or developments are done after construction has started, including custom programming of the 170 controller units.
- Provide PS&E liaison with Caltrans branches and other agencies.
- Make standard service agreements with utility companies involving PS&E activities.
- Provide technical assistance to the Office of Office Engineer during the preparation of the special provisions.

**TASKS NOT INCLUDED:**

- The review and completion of the special provision by the Office of Office Engineer.

**WORKLOAD STANDARDS:**

Production Units = (To be determined)

Performance Indicator = (To be determined)

**NOTES:**

**EA 908119**  
**TASAS HIGHWAY DATA BASE**

**DESCRIPTION:**

This work segment captures time sheet charges for updating the TASAS Highway Data Base records.

**TYPICAL TASKS:**

**Districts**

- Maintain the district's roadway files.
- Provide data for projects not advertised through HQ.
- Monitor HQ post mile computations.
- Check newly entered data.
- Initiate the correction of erroneous data.
- Assist others in the use of California Highway Log information.
- Prepare plans and installation orders for post mile markers.
- Review as-built plans for possible changes in the data base.
- District and HQ communications relative to traffic improvement opening dates.
- Review and notify HQ of all plans and installation orders that may affect the data base, but for which the information is not included in HQ advertised plans.
- Respond to inquiries on specific information from the file.

**Headquarter**

- Maintain the TASAS Highway Data Base.
- Provide post mile computations for projects advertised through HQ.
- Monitor data submitted by the districts.
- Enter revisions into the computer file.
- Produce the California Highway Log from the file data.
- Respond to inquiries on specific information from the file.
- Prepare and distribute instructions.
- Train in the use of the system.
- Review, monitor, and report the use of the system.

**TASKS NOT INCLUDED:**

**WORKLOAD STANDARDS:**

Production Units = (To be determined)

Performance Indicator = (To be determined)

**PREVIOUS EXPENDITURE AUTHORIZATIONS:**

908119 (No Change)

Work Segment TE07

TASAS Highway Data Base

**NOTES:**

**EA 908145**  
**TASAS ACCIDENT DATA BASE**

**DESCRIPTION:**

This work segment captures production and time sheet charges for updating the TASAS Accident Data records.

**TYPICAL TASKS:**

**Districts**

- Maintain liaison with HQ, local offices of the CHP Liaison, and local police departments in pursuit of accurate and complete reporting.
- Maintain the TASAS accident data base:
  - Review and spot check the input information (HQ and district).
  - Receive and review accident reports, prepare corrections and submit to HQ TASAS for entry into the computer file.
- Maintain district accident files.
- Monitor HQ coding accuracy.
- Respond to inquiries on specific information from the file.

**Headquarter**

- Code post miles of all accidents.
- Maintain the TASAS accident data base:
  - Review and spot check the input information (HQ and district).
  - Receive, code and enter applicable accident data into the computer file.
- Produce and distribute periodic and special reports.
- Provide training in the use of the system.
- Respond to inquiries on specific information from the file.
- Prepare and distribute instructions.
- Review, monitor, and report the use of the system.
- Monitor accident costs.
- Publish the annual report, "Accident Data on California Highways."

While both district and HQ staff provide data for the files, HQ staff enters the accident data into the computer file and the districts review those entries.

**TASKS NOT INCLUDED:**

**WORKLOAD STANDARDS:**

Production Units = Number of accidents entered into the computer data base file.

Performance Indicator = (To be determined)

**PREVIOUS EXPENDITURE AUTHORIZATIONS:**

908145 (No Change)

Work Segment TE08

TASAS Accident Data Base

**NOTES:**



## EA 908117 TRAFFIC CENSUS

**DESCRIPTION:**

This work segment captures production and time sheet charges for taking traffic census counts and making truck classifications.

**TYPICAL TASKS:**

- Gather and distribute traffic census data.
- Determine traffic count locations.
- Set, retrieve, and maintain traffic census equipment.
- Classify vehicle (truck counts).
- Enter collected data into the computer database.
- Give instructions on the use of output reports.
- Respond to inquiries from other Caltrans units, government agencies, and the public.

**TASKS NOT INCLUDED:****WORKLOAD STANDARDS:**

Production Units = Number of locations at which traffic census counts are made.

Routine monthly reporting represents counts at:

- Control station locations.
- All other count locations (e.g., profile, ramp, classifications, intersections) are entered into the system once a year, usually in April, and represent counts for the previous count year.

Performance Indicator = An average of 5.2 hours is required for each census count.

**PREVIOUS EXPENDITURE AUTHORIZATIONS:**

908117 (No Change)

Work Segment TE09

Traffic Census

**NOTES:**

**EA 908118**  
**TRUCK WEIGHT STUDY**

**DESCRIPTION:**

This work segment captures production and time sheet charges for conducting truck weight studies.

**TYPICAL TASKS:**

- Monitor and study truck weights.
- Measure axle spacing.
- Prepare an annual report to the FHWA.
- Weigh-in-Motion (WIM).

**TASKS NOT INCLUDED:**

**WORKLOAD STANDARDS:**

Production Units = Number of locations monitored.

Performance Indicator = (To be determined)

**PREVIOUS EXPENDITURE AUTHORIZATIONS:**

908118 (No Change)

Work Segment TE11

Truck Weight Study

**NOTES:**

**EA 623xxx**  
**FORMAL RESEARCH STUDIES**

**DESCRIPTION:**

This work segment captures time sheet charges for Formal Research (R&D) Studies.

**TYPICAL TASKS:**

- Participates in R&D Studies, defined as those studies approved and resourced by the Caltrans Research Program Advisory Council (RPAC).
- Monitor research contracts performed by outside consultants; use EA 623160.

**TASKS NOT INCLUDED:**

- Operation Program participation in the activities of:
  - The New Technology Office of Research.
  - The Caltrans Research Program Advisory Council.

**WORKLOAD STANDARDS:**

Production Units = (To be determined)

Performance Indicator = (To be determined)

**PREVIOUS EXPENDITURE AUTHORIZATIONS:**

(No Change)

623xxx (Research Project EAs)

Work Segment TE14

Formal Research Studies

623160 (Use for Contract Monitoring)

Work Segment TE14

Formal Research Studies

**NOTES:**

**EA xxxxx3 (Construction Projects)**  
**CONSULTATION TO CONSTRUCTION**

**DESCRIPTION:**

This work segment captures time sheet charges for Traffic Operations staff who provide assistance to the Construction Branch.

**TYPICAL TASKS:**

- Assist resident engineer.
- Develop and review contract change orders for traffic safety and traffic operations items.
- Prepare necessary drawings and calculations for traffic items.
- Coordinate with others and obtain necessary approvals.
- Monitor and review the installation of traffic advisory or traffic control equipment and devices.
  - Includes monitoring new 170 controller units.
- Compile traffic advisory or traffic control equipment request package, and assist with initial start-up.
- Review sign and delineation plans.
- Assist with sign location and orders.
- Assist with phase traffic control.
  - Includes planned lane closures during construction phase.

**TASKS NOT INCLUDED:**

**WORKLOAD STANDARDS:**

Production Units = (To be determined)

Performance Indicator = (To be determined)

**NOTES:**

**EA 965100 (Local Project Review) or 909076 (Overhead)**  
**PROJECT OVERSIGHT**

**DESCRIPTION:**

This work segment captures production and time sheet charges for the oversight review of those major projects (over \$1,000,000) associated with special funding, local agencies, consultants, or developers who will be preparing plans, specifications, and estimates (PS&E) for projects on the state highways.

**TYPICAL TASKS:**

Personnel and support charges to project development expenditure authorizations (EAs) are to include all project-oriented activities from initiation of studies through completion of PS&E.

If projects are to be constructed under an encroachment permit, those projects over \$1,000,000 should be charged to the project EA and not to the encroachment permit EA (except for the time needed to issue the permit).

- Staff review and approve plans and specifications (prepared under state or federal programs), which require review by Caltrans personnel. EA numbers will be provided by Local Assistance Branch or District Accounting at the time the request is made.
- Provide policy and procedure guidance to local agencies, consultants, and developers.
- Prepare, negotiate, process, coordinate, and administer agreements and contracts.
- Review project reports, PS&E, right-of-way mapping appraisals, acquisition and construction change orders, and inspection methods.
- Provide technical guidance, consultation, manuals, and Caltrans-developed project information.
- Participate in encroachment activities dealing with the oversight review of those projects over \$1,000,000 (associated with special funding, local agencies, and developers) done by encroachment permit.
- Assure compliance with state and federal regulations and process.
- Monitor or inspect construction activities.
- Include time spent on Project Study Reports and Internal Government Reports, if related to project oversight activities.
- Can include project management activities.

**TASKS NOT INCLUDED:**

- Time spent in preparing plans, special provisions, and estimate for local projects when Caltrans staff perform such work at cost and after a local agency request (that effort is to be charged to PS&E phase).
- The cost of preparing plans, special clause, and estimate for local agencies when that work is done as a part of a joint project covered by a cooperative agreement (that effort is to be charged to PS&E phase).
- Time spent on non-project development EAs (that time is properly charged to the work segments that best fit the appropriate stage of the work effort at the time).
- Projects receiving local funding participation to complete state highway projects (we are not reviewing others' work in this instance; this time would generally be charged to the "0" or "1" EA phase).

**WORKLOAD STANDARDS:**

Production Units = (To be determined)

Performance Indicator = (To be determined)

**PREVIOUS EXPENDITURE AUTHORIZATIONS:**

|                               |                   |                   |
|-------------------------------|-------------------|-------------------|
| 965100 (Local Project Review) | Work Segment TE21 | Project Oversight |
| 909076 (Overhead)             | Work Segment TE21 | Project Oversight |

**EA xxxxxxK, xxxxx0 or xxxxx1 (Project EAs)  
TRANSPORTATION MANAGEMENT PLANS**

**DESCRIPTION:**

This work segment captures time sheet charges for the design, implementation, and monitoring of Transportation Management Plans (TMP).

TMPs are needed for traffic congestion mitigation on large, long-term construction projects. TMP activities may exist in all phases of a project, from planning through construction.

**TYPICAL TASKS:**

**Districts**

- Determine project traffic delays.
- Review projects and determine TMP needs.
- Estimate TMP cost and scope.
- Establish TMP team.
- Report to and advise project manager on TMP activities.
- Coordinate and monitor all TMP phases.
- Complete TMP recommendations for Project Study Report.

**Headquarter**

- Prepare and update TMP guidelines.
- Advise districts on TMP development.
- Participate in TMP team when requested by districts.
- Provide liaison with other agencies, FHWA, and CHP on generic and statewide TMP issues.
- Review TMP reports.
- Evaluate TMP implementation by the districts.
- Recommend district TMP PY allocations.

**TASKS NOT INCLUDED:**

**WORKLOAD STANDARDS:**

Production Units = (To be determined)

Performance Indicator = (To be determined)

**NOTES:**

## REVISION HISTORY

|                  |  |
|------------------|--|
| December 4, 2001 | Page 13, EA 937500 subjob 3LEGL; <b>Revised</b> work segment title. <b>Deleted</b> typical task “Investigate and research pertinent facts and data, produce requested documents”. <b>Added</b> task “Production of documents, facts and data requested for an investigation.” Under Task Not Included <b>deleted</b> “Board of Control claims” and “Civil Action (contract) case support”; <b>added</b> “Project related case support”. <b>Added</b> workload standard. Deleted performance measure. |
| December 3, 2001 | Page 7, <b>Revised</b> Headquarters Work Segment Managers listing.   |
| December 3, 2001 | Page 13, EA 937500 subjob 3LEGL; <b>Added</b> draft workload standard “ <b>26.5 hours per civil action supported.</b> ”  |
| December 3, 2001 | Page 15, EA 937500 subjob 3SZSI; <b>Added</b> draft workload standard “ <b>79 hours per engineering and traffic survey.</b> ”  |
| December 3, 2001 | Page 21, EA 936501 subjob 3HOVM; <b>Revised</b> HOV Lane production unit to “ <b>Number of HOV lane monitoring units.</b> ” <b>Added</b> workload standard “ <b>598 hours per HOV lane monitoring unit.</b> ”  |
| December 3, 2001 | Page 22, EA 936501 subjob 3RAMP; <b>Added</b> workload standard “ <b>50 hours per ramp meter reviewed/adjusted.</b> ”  |
| December 3, 2001 | Page 23, EA 936501 subjob 3SIGL; <b>Added</b> workload standard “ <b>26.5 hours per signal reviewed/adjusted.</b> ”  |
| December 3, 2001 | Page 25, EA 936601 subjob 3TMOP; <b>Deleted</b> all previous production units except for “Number of incidents logged.” <b>Added</b> workload standards “ <b>1.12 hours per incident logged with duration greater than 1 hour</b> ” and “ <b>0.11 hours per incident logged with duration less than 1 hour.</b> ”   |
| December 3, 2001 | Page 28, EA 936601 subjob 3DTMM; <b>Added</b> workload standard “ <b>0.03 hours per lane closure reviewed.</b> ”   |
| December 3, 2001 | Page 29, EA 936601 subjob 3TMTM; <b>Deleted</b> all previous production units. <b>Added</b> new production unit “ <b>Number of TMT responses.</b> ” <b>Added</b> workload standards “ <b>15 hours per TMT response to incidents</b> ” and “ <b>30 hours per TMT response to planned events.</b> ”  |
| December 3, 2001 | Page 30, EA 936601 subjob 3FSPT; <b>Deleted</b> “Change in number of miles covered by FSP.” <b>Added</b> workload standard “ <b>307 hours per FSP beat.</b> ”  |
| August 10, 2001  | Page 8, Expenditure Authorization Summary:<br><b>Added</b> EA/subjob for California Photolog Library (EA 936701 subjob 3SYMO).<br><b>Deleted</b> references to “old” EAs 936213 and 936214, which are used for Section 163 Safety Program.   |

|                 |  |
|-----------------|--|
| August 10, 2001 | <p>Page 26, EA 936601 subjob 3TMSU; <b>Added</b> under Typical Tasks “<b>Administration of 1-800-COMMUTE/Smart-Traveler service</b>”.</p> <p>Page 27, Added under Notes: “<b>Charges for 1-800-COMMUTE and Smart-Traveler.com work should include special designation “6TRVLRINFO”.</b></p>  |
| August 10, 2001 | <p>Page 28, EA 936601 subjob 3DTMM; <b>Added</b> special designations related to District Traffic Manager work.</p>  |
| August 1, 2001  | <p>Page 32, EA 936701 subjob 3OPIN; <b>Revised</b> production unit “Number of <b><u>operational</u></b> investigations conducted”.</p>   |
| August 1, 2001  | <p>EA 936701 subjob 3OPIN; Made several additions related to work of truck size unit.</p> <p>Page 32, <b>added</b> under Typical Tasks:</p> <ul style="list-style-type: none"> <li>• <b><u>Legislative bill analysis on commercial vehicle issues.</u></b></li> <li>• <b><u>Telephone hotline service for trucking and tour bus operators.</u></b></li> <li>• <b><u>Determine highway access designation for legal size vehicles through highway engineering analysis.</u></b></li> <li>• <b><u>Prepare and publish commercial vehicle maps, fact sheets, spreadsheets, web site.</u></b></li> <li>• <b><u>Design, construction coordination, maintenance, and program administration of weigh-in-motion weigh station bypass systems.</u></b></li> </ul> <p>Page 32, <b>added</b> under Tasks Not Included: <b><u>Data WIM activities (continue to use EA 908118).</u></b></p> <p>Page 32, <b>added</b> the following production units:</p> <ul style="list-style-type: none"> <li>= <b><u>Number of operational investigations conducted.</u></b></li> <li>= <b><u>Number of legislative bill analyses on commercial vehicle issues.</u></b></li> <li>= <b><u>Number of telephone hotline calls.</u></b></li> <li>= <b><u>Number of analyses to determine highway access designations.</u></b></li> <li>= <b><u>Number of weigh-in-motion bypass systems installed.</u></b></li> <li>= <b><u>Number of weigh-in-motion system service calls.</u></b></li> </ul> <p>Page 33, <b>added</b> special designations for truck size and WIM work.</p> |
| July 6, 2001    | <p>Page 8, Old vs. New EA matrix. “Signs and Delineation” <b>reverts</b> to <b>3TSTM</b> as the correct subjob (supercedes 7/3/01 revision).</p>   |
| July 6, 2001    | <p>Page 7, Work Segment Managers: <b>Corrected</b> phone numbers for Jim Pursell, Wayne Henley and Martha Styer.</p>   |
| July 6, 2001    | <p>Page 18, Encroachment Permits subjob for administration <b>corrected</b> to <b><u>3ADMN</u></b> (instead of 3ADMIN as originally listed).</p>   |
| July 5, 2001    | <p>Page 2, SAFETY organization chart. <b>Revised</b> “Highway Signing &amp; Delineation Management” box to include subjobs 3TSTL, <b><u>3TSTL</u></b>, and <b><u>3TSTM</u></b>.</p>  |
| July 3, 2001    | <p>Page 8, Old vs. New EA matrix. “Signs and Delineation” <b>revised</b> to list “3TSSS” as the correct subjob (not 3TSTM as was originally listed).</p>   |
| July 3, 2001    | <p>Page 23, Signals. <b>Modified</b> activity description;</p>   |



“This work segment captures production and time sheet charges for work related to traffic signal ~~timing~~ **support**, maintaining signal logs **and electrical traffic control equipment.**”

Page 23 Signals. **Added and revised** “electrical traffic control equipment” activities under Typical Tasks;

- **Managing the supply of state furnished electrical traffic control devices.**
- **Sustaining specifications, manuals, guidelines and managing procurement contracts.**
- **Developing hardware and software for traffic signals.**

July 3, 2001

Page 26, Transportation Management System Support.

**Modified** activity title to include “**Electrical Traffic Control**”.

**Modified** activity description:

“This work segment captures production and time sheet charges for the maintenance and support of Transportation Management Systems (**TMS**), **which include electrical system & electrical traffic control devices, changeable message signs, highway advisory radio, closed circuit television cameras, weather stations and other field elements.**”

Modified Typical Tasks:

**Revised** “Provide technical expertise to **Districts, Programs, local and federal agencies, other States, construction contractors, manufacturers and Maintenance on supported field systems.**”

**Added** “**Manage the supply of state furnished electrical traffic control devices**”.

**Revised** “Contribute to and participate in TMS standards committees (**including but not limited to Specifications, Traffic Signals, New Products, California Traffic Control Device CTCDC committees**).”

**Added** “**Manage contracts for TMS/TMC maintenance and service**”.

**Added** “**Develop hardware and software for the TMS**”.

**Added** “**Review research and engineering studies of electrical system issues that impact policies and practices.**”

**Added** “**Develop and initiate policies resolving TMC and Electrical traffic control issues.**”

**Added** “**Analyze and prepare comments on proposed legislation.**”

Modified Tasks Not Included:

**Added** “**Ramp meters (use EA 936501 subjob 3RAMP)**”.

**Added** “**Traffic signals (use EA 936501 subjob 3SIGL)**”.

## **FREQUENTLY ASKED QUESTIONS**

Why is TOMIS being changed?

Why can't I find the work I do listed in the TOMIS instructions?

Why are many of the workload standards missing?

What EAs should be used for Toll Operations?

What should training be charged to?

There's no Overhead EA. Which new EA should be used?

Can I still use Special Designations?

### **Why is TOMIS being changed?**

The Traffic Operations Program is responding to the need to accurately document what we do, what we produce, what benefits we provide to the public, and what our services cost. TOMIS has been modernized to more comprehensively capture the program's expenditures and will help measure performance and guide resource allocations.

### **Why can't I find the work I do listed in the TOMIS instructions?**

There are several reasons why your work may not be listed.

- (1) Your work may be funded by a program other than the Operations Program. Check under "Activities Funded By Others".
- (2) The work described under "Typical Tasks" may need to be updated to identify your activity. Contact the appropriate Work Segment Manager.

### **Why are many of the workload standards missing?**

The current version of the charging instructions is the result of Phase 1 of the TOMIS modernization process. During Phase 2, which will be beginning soon, workload standards and performance measures will be developed.

### **What EAs should be used for Toll Operations?**

Expenditure authorization numbers for Toll Operation activities have not been changed. Charges related to the implementation of electronic toll collection have also remained unchanged.

### **What should training be charged to?**

Training charges should be applied to the specific activity that the training supports. Use the appropriate activity code (058 for instructors, 059 for trainees). For more general training (e.g. Supervisors Workshop) or for training that covers several distinct activities, charge to the most appropriate EA and "3ADMN" subjob.

### **There's no Overhead EA. Which new EA should be used?**

Time and expenses for administration, budgeting, management, and supervision should be charged to the "3ADMN" subjob for the most appropriate EAs that the work supports. Activities that support the entire program (e.g. budgeting) should be distributed over several EAs, using the "3ADMN" subjob with each.

### **Can I still use Special Designations?**

Yes. Special Designations may be used to more specifically identify charges for a specialized function. However, to maintain consistency in the way Special Designations are used, consult with the appropriate Work Segment Manager for the exact coding to use.